

## Faculty Handbook

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### 6.4 Use of Institutional Name, Letterhead, etc.

Saint Mary's College of California

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#### **6.4 USE OF INSTITUTIONAL NAME, LETTERHEAD, ETC.**

A faculty member must have the express authority of the President or of the Vice President for College Communications before making a statement in the name of the College. However, this should not prevent faculty members from freely engaging in political or other activities, with the proviso that they "should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" (see section 2.9.1 Academic Freedom and Responsibility).

Use of College letterhead stationery is limited to official College business.